



# Iowa Department of Human Services

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Director

February 13, 2014

Janet Runyan  
4606 Orchard Dr. NW  
Cedar Rapids, Iowa 52405

Dear Child Care Provider,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.[http://www.dhs.iowa.gov/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html)

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the February 12, 2014 compliance check of your Category A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

**Reason determined out of compliance:** I noted a significant number of items on the checklist to be out of compliance. Safety issues included having cleaning supplies the floor in the kitchen and accessible to a child, not having a first-aid kit to treat minor injuries or trauma, combustible materials next to the furnace and water heater, electrical outlets without safety caps on them, not having smoke detectors in each child occupied room, and using substitutes that are not approved by DHS.

I found the significant amount of clutter to be a potential fire hazard and the piles of papers, clothing, etc. need to be cleared from the living/dining room and kitchen areas.

**How to correct:** The safety items listed above need immediate correction. I will be stopping by within the next week to ensure these items have been corrected.

☐ 110.5(1) a- Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1) a- Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

**Reason determined out of compliance:** You did not have this required information posted by the phone.

**How to correct:** Use the form you were given to record this information and post it by your phone.

☐ 110.5(1) b- All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

☐ 110.5(1) d- Medicines are inaccessible to children.

**Reason determined out of compliance:** I observed a significant number of cleaning supplies in an uncovered plastic bin on the kitchen floor. There was an unopened box of D-con mouse/rat poison on the floor as well.

**How to correct:** All cleaning supplies and other hazardous materials need to be secured from access by a child. Either in a cabinet with safety locks or an area a child cannot gain access to.

☐ 110.5(1) c- First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

☐ 110.5(1) c- The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

**Reason determined out of compliance:** You stated you do not have a first-aid kit.

**How to correct:** Obtain a first-aid kit which has the required items in it. I have enclosed a check list of items required. Marie from CCR&R would have a kit to give you that meets this requirement.

☐ 110.5(1) d- Medicines are given only with written authorization from the doctor or parent.

**Reason determined out of compliance:** You stated you do not have a form for written authorization from a parent to give a child medicine.

**How to correct:** Use the form Marie from CCR&R gave you to meet this requirement. Have a child's parent fill out and sign it for any children needing any medicines, prescription and non-prescription.

☐ 110.5(1) e- All accessible electrical outlets are safely capped.

**Reason determined out of compliance:** I observed electrical outlets that were accessible in the living room that did not have a safety cap on them.

**How to correct:** Place safety caps on all electrical outlets.

☐ 110.5(1) f- Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.

**Reason determined out of compliance:** I observed a number of items in close proximity to the furnace and water heater that are combustible.

**How to correct:** Remove all combustible (basically everything) so there is a minimum of three feet of clearance around the furnace and water heater.

☐ 110.5(1) j- Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐ 110.5(1) j- The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

**Reason determined out of compliance:** You do not have emergency and disaster plan posted at any of the exits from your home.

**How to correct:** You stated you have a written plan with a map of evacuation routes. These plans need to be posted at the primary and secondary exits from your home.

☐ 110.5(1) k- Fire and tornado drills are practiced monthly and documentation kept.

**Reason determined out of compliance:** You have not been practicing these drills and did not have documentation they are being done monthly.

**How to correct:** Marie from CCR&R has a sheet for documenting when you do these drills. You need to do them with the children monthly.

☐ 110.5(1) m- Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

**Reason determined out of compliance:** I noted you have a 1A 10 BC rated fire extinguisher in your home.

**How to correct:** To meet this requirement you need to obtain a 2 A 10 BC rated fire extinguisher and place it in a visible and readily accessible place.

☐ 110.5(1) n- Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

**Reason determined out of compliance:** I observed you did not have a smoke detector in the bedroom used for sleeping or in the living/dining room area.

**How to correct:** Obtain 2 smoke detectors and place them in these rooms.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

**Reason determined out of compliance:** You have not been testing the smoke detector alarms monthly did not have documentation this is being done monthly.

**How to correct:** Marie from CCR&R has a sheet for documenting when you test the smoke detector batteries monthly.

☐ 110.5(1) o- Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

**Reason determined out of compliance:** I observed you did not have any No smoking signs posted at the entrances to your home or in the vehicle you transport child in.

**How to correct:** Marie gave you three No Smoking signs. Post them at the two entrances to the home and in the vehicle you use to transport children.

☐ 110.5(1) u- The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

☐ 110.5(1) v- The provider has written policies about responding to health-related emergencies.

**Reason determined out of compliance:** You did not have a written policy for these to be reviewed.

**How to correct:** Use the guidelines Marie gave you to write these policies. Marie can assist you in developing the policies.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**Reason determined out of compliance: You did not have any of this information available for review.**

**How to correct: You will need to have this information available for the follow up visit on March 18, 2014. Make sure you have copies of physicals for all household members done within the past 2 years and a record of their immunizations.**

☐ 110.5(2) b- Certificates or training verification documentation for:

☐ 110.5(2) b- Within the first three months of registration:

☐ 110.5(2) b- Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

☐ 110.5(2) b- Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

**Reason determined out of compliance: You did not have copies of these required training certificates to verify you have completed them.**

**How to correct: Obtain copies of both you and Gary's Infant and Child First-aid and CPR and Mandatory Reporter of Child Abuse training. If they have expired you will need to take the training again.**

☐ 110.5(2) b- During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(2) b- During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

**Reason determined out of compliance: You stated you have not taken any trainings for your renewal period.**

**How to correct: You will need to complete 24 hours of training prior to May 31, 2014 when your registration two year period is done. You can contact Marie as well as HACAP (393-7811) for a list of trainings offered in your area.**

☐ 110.5(2) c- An individual file is maintained for each staff assistant and contains:

☐ 110.5(2) c- A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2) c- A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2) c- A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2) c- Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

**Reason determined out of compliance: You did not have any of this information available for review. Kinder track lists your husband Gary as an assistant.**

**How to correct: Gather the required information and have it available for review by March 18, 2014.**

☐ 110.5(2) d- An individual file is maintained for each substitute and contains:

☐ 110.5(2) d- A completed DHS Criminal History Record Check, form B, 595-1396.

☐ 110.5(2) d- A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2) d- A physicians signed statement of health of at the time of employment and at least every two years thereafter.

☐ 110.5(2) d- Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2) d- Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

**Reason determined out of compliance: You did not have any of this information available for review. Gary was found providing care to one day care child for approximately half an hour until you returned home.**

**How to correct: Do not use Gary as a substitute meaning you are not present and he is doing the child care alone) until you have received written statement form DHS he is approved to be used in that role.**

☐ 110.5(4) -The certificate of registration is displayed in a conspicuous place.

**Reason determined out of compliance: I observed you did not have your registration certificate displayed. You were not able to locate it while I was present.**

**How to correct: Find your registration certificate and post it in a conspicuous place. If you are not able to find it contact the Centralized Unit for another copy.**

☐ 110.5(8) Children's Files

☐ 110.5(8)- An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) a- Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8) b- Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8) c- A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8) f- A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

**Reason determined out of compliance:** You stated you do not have any file for the children in care and none of the required information.

**How to correct:** Use the Child Intake sheet and Emergency Medical Authorization form enclosed and have parents of all children in your care fill them out and sign them. This needs to be done as soon as possible.

☐ 110.5(8) i- Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

**Reason determined out of compliance:** You stated you do transport day care children on occasion when you run errands. You did not have written permission from the parents of those children to allow the child to leave your home for activities.

**How to correct:** I have enclosed a Field trip permission slip you can use for this requirement. You need to fill this out and have the parents sign it prior to taking children away from the child care home. If you transport children to and from school you can list the days and times (such as Mon. – Fri. 8:00 – 8:00 a.m. and 3:00 – 3:30 p.m.) and list it for a month at a time.

☐ 110.5(9)-The provider meets the following requirements:

☐ 110.5(9)-a Gives careful supervision at all times.

As we discussed you check on napping children at least every 30 minutes. We have the standard for this at every 20 minutes so you agreed to start doing the checks on napping children in that time frame.

☐ 110.5(9) c- Gives consistent, dependable care.

**Reason determined out of compliance:** This requirement is out of compliance due to the significant number of compliance issues including having a substitute provide care who is not approved by DHS.

**How to correct:** You need to correct and bring into compliance all items listed in this letter as out of compliance. You agreed not to use your husband as a substitute until you received a written statement from DHS he is approved.

☐ 110.5(9) d- Is present at all times, except if emergencies occur or an absence is planned.

☐ 110.5(9) d- If absence is planned, care is provided by a DHS-approved substitute.

**Reason determined out of compliance:** I was in your home and a day care child arrived and your husband provided the child care for approximately half an hour until you returned home. You were not gone due to an emergency but were running errands.

**How to correct:** You must inform parents of when you will have a planned absence at least 24 hours in advance and must use a DHS approved substitute in your absence.

☐ 110.5(10) Substitutes

☐ 110.5(10) a- All standards regarding supervision and care of children apply to substitutes.

**Reason determined out of compliance:** I witnessed your husband Gary providing substitute care. He is not an approved substitute and you had no documentation he is certified in Infant and Child First-aid/CPR and Mandatory reporter of child abuse.

**How to correct:** Get copies of his infant and Child first-aid and CPR certificates and his Mandatory Reporter of Child Abuse training. You agreed not to use him as a substitute until he is approved by DHS.

☐ 110.5(10) b- Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.

**Reason determined out of compliance:** I witnessed your husband Gary providing substitute care. You were gone running errands and not due to an emergency.

**How to correct:** This was not an emergency so parents need to be informed ahead of time if you plan to use a substitute.

☐ 110.5(10) e- The provider maintains a written record of the number of hours substitute care is provided, including

**Reason determined out of compliance:** You stated you do not record the hours you have used your husband as a substitute.

**How to correct:** Enclosed please find a sheet to use to record use of a DHS approved substitute.

I strongly encourage you to work with Marie Rompot from Child Care Resource and Referral to assist you in getting these items corrected and brought into compliance.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on March 18, 2014 at 10:30 a.m.

Please do not hesitate to contact me at DHS at 892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse  
Social Worker II

**Always Remember:**

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319/432-1076- Marie Rompot).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).